

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, April 23, 2019 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Gonzales, McMahon, Murphy, Hubbard, Young, Bermodes & Buenaventura

Meeting called to order at 1:30pm

- A. **Approval of the Agenda (1 min):** Minor re-arrangements suggested by **Hsieh** and **Gonzales**. **Hopkins** requests that attachments be sent ahead of time. **McMahon** responds that whenever possible, material can be presented beforehand. **Hubbard** moves to approve amended agenda, **Bermodes** seconds. Motion carries.
- B. **Approval of Previous Minutes (1 min)**
 - ii. 3/12/19 Minutes: **Murphy** motions to approve. **Hubbard** seconds. **Gonzales** says it would be nice to continue to move toward a shorter version of minutes. Motion passes.
 - iii. 4/9/19 Minutes: During discussion of the previous minutes **Hopkins** raised questions about the accuracy of the minutes with regards to Section E.i.2. and asked for a language clarification. **McMahon** then raised questions as to whether **Hopkins** had seen the draft of meeting minutes prior to the committee co-chairs. **Hopkins** acknowledged that she had not seen the entire draft minutes, only the section/piece of the minutes in question (E.i.2). Discussion regarding protocol, to include routing the initial minutes (first draft) being seen by the co-chairs only, then ensued. After several minutes of discussion, **Murphy** suggested the meeting minutes be tabled. **Hopkins** motions to table the minutes, **Murphy** then seconds. Motion passes.

Murphy stated she remembered **McMahon** did clarify where the information came from and it is recorded here in these minutes. **Murphy** suggested if **Hopkins** wants to add more language we need to table these minutes and move on.

 - iv. **McMahon** indicated the changes were accurate and **Hopkins** had a week to offer edits to the revised draft and did not, but invited her to do so now. **Hopkins** and **Hsieh** also stated that the AS was sent the report of the Investigation for Dist. Ed. by Vice Chancellor **Bulger**, but **McMahon** repeatedly reminded them it was confidential and therefore **McMahon** did not share that specific report/document with anyone. The AS reported on its findings. **Hopkins** motions to table minutes. **Murphy** seconds. Motion passes.
- C. **Guests/Introductions (1 min) Daryl Harrison & Jessie Van (Van is newly elected ASG President)**
- D. **Update from Chancellor’s Cabinet (three minute maximum):** **Hsieh** reports that the college is 1.9% below enrollment target as of today and the district is .2% below enrollment target. People Soft registration begins in late May and there have been some challenges. The Chancellor received a request from Palomar College president that Palomar will establish a new education center at I-15 and 56. SDCCD can’t say no since this is their service area. **Hopkins** says effective Fall 2019 that our ADT for Computer Science comes on line. **Hopkins** notes that summer public service numbers have not been figured into the current enrollment report and that is why we are currently down 1.9% below target.
- E. **Section One: College-Wide Matters (Non-AB-1725)**
 - i. **New Business**

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	EEO Site Compliance Officer Position Miramar College: McMahon states that ‘material’ presented is just text of what she says in the meeting because very little of what McMahon says is included in the CEC minutes unless McMahon spends hours editing the minutes to ensure this. It is not designed to ‘spring info’ on others at CEC, it’s what would be said and instead it is read so that if it is not included in minutes, McMahon can cut and paste them into the minutes! Hubbard asked for this to be on the agenda because we had not heard anything about this position, had not seen an announcement go out soliciting people to apply and she wondered who will replace George Beitey who left as EEO site rep.	5 min	1, 2, 3, & 4	I, II, III, & IV	Hubbard

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<p>Hubbard also noted that there was no announcement of who was ‘acting’ PS dean upon Beitey’s departure. After discussion Hsieh reveals there is no acting or interim dean, but the VPI is ‘overseeing’ that area. Harrison shared his concern that the EEO Site Compliance Officer (SCO) appears to be going to the new dean of Public Safety and it’s not even in that job description (nothing in interview speaks to this responsibility) and they should not be just given the EEO position because the outgoing dean had held it. Harrison feels it needs to go to a qualified individual and this position needs more attention, again not handed to an administrator who does not even want the position. Harrison asks what are we doing about this position? Hsieh states that in the past the College has always had a process and this is just a temporary assignment for Lou Ascione. Harrison states that Hsieh’s email said “until the dean of public safety is hired.” Hsieh moves to clarify stating that we are close to the end of the semester and if at the beginning of the semester certainly that will be considered and it can be opened up to anyone who wishes to apply. Harrison would like the Diversity Committee to be a part of the process to find a new EEO Site rep. Harrison mentions that this committee is doing a lot of work behind the scenes to move this college forward. Hsieh states this position will be open to everyone at the college. McMahon states the there is an underlining issue with any professional development opportunities for faculty. That some of the challenges are with the selection process of this position, there was is a lack of administrative support, no ESU’s and backfill which are all inequitable practices compared to the other colleges within the district. McMahon was informed that this position had a process of applicants that were selected by the committee, like Flex or the SLO coordinator. McMahon states that since 2013, the process has changed and was never again opened up to others to apply except for administrators. McMahon asks 1) Why did the process change? 2) Will this position be opened up to include faculty and will a proper process take place? Hubbard inquires when the position will be opened up so that the person can start in the Fall semester. Several members of the committee vocalized agreement of it being a good idea, however, Hsieh said no. Hsieh states that since 2013, that there was a process and that Harrison was one of the individuals that participated in the process. But since 2013, when a person was in that position, there hasn’t been any resignations so there was no need to discontinue the assignment. Hsieh recognized that the college wants to be a part of the process but states that they cannot just open it up now even though faculty and staff have spoken up. Hsieh states that she would be very happy to have the constituency leaders to get together and form a committee to take a look at the announcement for professional development opportunities to determine the timeline, determine the process, determine whatever else the college would like and bring it back to CEC. McMahon agrees that is a great suggestion. McMahon asks for</p>				
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	<p>clarification if the faculty member did not resign, Hsieh clarifies that since 2013 after the person resigned there hasn't been a resignation afterward so there was no reason to change the process. McMahon states that the position has term limits and that it is not in perpetuity. Hsieh agrees that if the college feels the need to change a process then she is open to changing the process. McMahon said she is willing to share materials and information to everyone and hope that Hsieh can support this change. Hsieh states that the announcement should be consistent considering everyone's suggestions because everyone has a voice. Hopkins asks McMahon to send the information to everyone as well. McMahon agrees. Hsieh says the constituency leaders can get together and determine the timeline and the process and then come back to CEC. McMahon says that this is a great suggestion. Hsieh stated that since 2013, no one resigned so there was no reason to have a process. McMahon said this was not a position that was designated in perpetuity, and this needs to be addressed as well. Hsieh stated she is always open to that. McMahon will share the information she has received from other colleges on how they go about filling this position.</p>				
2	<p>Fall 2019 Convocation Planning Group Report: Hubbard says that they have discussed using Tim Wise for convocation but if that doesn't work out perhaps hosting an Evening with the Experts. It is a matter of making a decision as to what the campus wants. There was some discussion about moving the date of convocation to Friday, August 16 to accommodate Tim Wise's schedule, however, the committee has not formally asked the Chancellor's approval on moving the date and won't until they firm up more details. Details will be flushed out and be brought back to CEC for further discussion and approval.</p>	5 min	1, 2, 3, & 4	I, II, III, & IV	Hubbard, Gamboa, McMahon and Murphy
3	<p>Screening Committee Processes: Role of Chair; Recusals; and Committee Meetings: McMahon has been in discussions across the campus and district about how to ensure the screening process is above reproach (see attachments). There is a lack of faith in the process from faculty and classified, and whether that's a perception or reality, we need to address this. McMahon shares basic examples, that the chair of any screening committee is an administrator, only exception is for faculty searches when a committee can opt to vote for a faculty chair/co-chair. McMahon reminds all that chair is responsible for checking EEO status, receiving member's scores beforehand, receiving recusals and setting meeting schedules, all of which can be used to exclude faculty and classified members, or allow opportunities for manipulation of candidate rankings, and we want protect against that. Searches over summer or winter break are deliberately excluded so as not to pay off-duty employees, yet these are the best times for faculty, classified and students to serve on these committees in terms of work load. There are many positive attributes to our screening</p>	5 min	1, 2, 3, & 4	I, II, III, & IV	McMahon

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<p>process, however the shortfalls in this system become problematic and we are looking for ways to address these concerns positively and effectively. Hsieh asks if this item will go to DGC and McMahon says that that is correct. Hopkins says she is “strongly offended” by McMahon’s comment that administrators get the scores first and that they may manipulate the scores. Hopkins says that this questions our integrity and shows a lack of respect for what administrators do. Hopkins would like to see these attachments ahead of time. McMahon says this is not meant to cause offense. She says the lack of faith that faculty have in search processes are decades old, and no one should have any fear or be offended if they behave ethically. McMahon states we are calling out deficiencies in the system that allow for manipulation because we do not want that. Hsieh asks that all handouts be sent out ahead of time. Bell says he agrees with Hopkins and that these items should be shared ahead of time. McMahon again explains that any ‘handouts’ are just the words that she plans on speaking out loud in the CEC meeting. As already mentioned in other CEC meetings, the reason McMahon projects text and reads it is to ensure that the specific content makes it into the meeting minutes. This is done because in the past what McMahon says either does not make it into the minutes or is inaccurate, requiring McMahon to spend hours to correct the minutes. By typing out what she is going to say and hour before the meeting, she can easily insert the exact language when it is missing. Bermodes asks if this document was prepared by the AS presidents? McMahon says she prepared it after getting input from them. Bermodes says there is nothing wrong with bringing this forward as a proposal for better practices, and it is important that we all have input. Bringing it forward initially creates a conversation and that’s a good idea. Ascione states that managers as chairs fix missing numbers, take care of files, and others issues that someone has to be in charge of and it is a little unfair to say that the only reason we do this is to manipulate the situation. McMahon says this not what she said, and this is not an indictment of administrators, but rather it’s important to address the perception about unfair practices and look at ways to make it as fair as possible in terms of transparency. Murphy states that this issue has come to the Senate many times, and needs to addressed because it has led to fewer and fewer people being interested in serving on searches, they do all the work and then see what happens as a result – whether perception or reality - that there is some impropriety going on. We cannot continue down that road, many have declared they will never be involved in searches again. Murphy states this does not lend to building a good community or getting good candidates. The intent in bringing this to CEC is not to malign anyone, but as faculty leaders to share what we are hearing from faculty and classified and try to make things better. Hubbard suggests an HR training on this issue. Bermodes would like the students to be a part of this process because these are our educations, either as administrators, faculty or classified staff, and it’s</p>				
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	important to have a student voice in that process.				
4	Miramar Annual Planning Calendar Cycle – 2019/2020 (attachment i_4) Tabled	5 min	1, 2, 3, & 4	I, II, III, & IV	Miramontez

ii. Old Business

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	CEC Agenda and Minutes Protocols (2nd Reading): Tabled	5 min	1, 2, 3, & 4	I, II, III, & IV	McMahon
2	Faculty Co-Chair Reassigned Time for IPR/SLO Com: Tabled	5 min	1, 2, 3, & 4	I, II, III, & IV	Murphy and McMahon
3	Local Goals Alignment (standing item) (attachment ii_3) CEC tells Miramontez that this item is all good to go. Miramontez will finalize numbers with district and send off.	5 min	1, 2, 3, & 4	I, II, III, & IV	Miramontez
4	Diversity Taskforce Update (standing item) tabled	2 min	1, 2, 3, & 4	I, II, III, & IV	Gonzales
5	Accreditation (Standing Item) <i>a. Mid-term Report: tabled</i>	5 min	1, 2, 3, & 4	I, II, III, & IV	Miramontez
6	Guided Pathways Update (standing item): Gonzales reports that the initial draft of the self-assessment has been completed. It is due April 30. The last look is going out to the committee and Gonzales will send to CEC. It is considered a draft that just needs to be emailed to state chancellor's office. The official submission is Sept. 30, 2019. Gonzalez will send to all CEC members.	2 min	1, 2, 3, & 4	I, II, III, & IV	McMahon

F. Section Two: Academic and Professional Matters (AB-1725) Pursuant to AB-1725 and Title 5, the items in this section are Academic and Professional Matters (10+1) and therefore the primacy of the Academic Senate wherein Collegial Consultation, by way of “rely primarily” or “mutually agree”, occurs. Unless extenuating circumstances arise, these should be presented as ‘For Your Information’ items.

i. New Business

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	Faculty Appointments to Committees: Tabled	2 min	1, 2, & 3	I, II, III, & IV	McMahon and Murphy
2	Plan for College President to Respond to AS Document that has Shared Detailed Concerns? Tabled	2 min	1, 2, & 3	I, IV	McMahon

ii. Old Business

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	Reports on Investigations of Complaints to the SDCCD by Academic Senate regarding Miramar College: Tabled	5 min	1, 2, & 3	I, II, III, & IV	McMahon and Murphy

G. Reports (Please limit each following report to two minutes maximum).

- Academic Senate: Tabled
- Classified Senate: Tabled
- Associated Student Government: Tabled
- District Governance Council: Tabled
- District Strategic Planning Committee: Tabled
- Budget Planning and Development Council: Tabled
- College Governance Committee: Tabled

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- H. Announcements: None
- I. Adjourn: 2:33pm

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